

12 November 1980

## MEMORANDUM FOR THE RECORD

SUBJECT: Transition Meeting at the White House on 12 November 1980

1. This meeting was called by Jack Watson to introduce the outgoing transition team to the incoming one. At the head table were Meese, Casey, Ann Armstrong, McDonald, Watson, and Wellford. There were also present in addition to the outgoing team a number of members of Reagan team including Dick Allen and Martin Anderson.

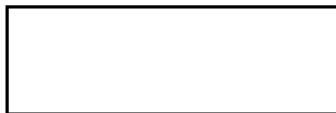
2. Watson opened the meeting with the usual courtesies. He mentioned three memoranda to heads of agencies that had been sent out by his office. We have only received one, but copies were distributed and are attached. He then turned the meeting over to Meese.

3. Meese replied with further courtesies, and then ran through the organization of the Reagan team. It is essentially as outlined in the papers, but he added that Allen and Anderson will be senior advisors for foreign and national security policy and domestic policy respectively.

4. Timmons, who heads the Executive Branch management group, then described his plans, again as suggested in the press. There will be four major "clusters" with that for national security matters headed by David Abshire. We were told that they hoped by tomorrow to announce the team leaders for each agency. He said a typical team might include a leader and officers for policy, programs, personnel, budget, and congressional relations.

5. Both Meese and Watson stressed the necessity for keeping dealings between the two Administrations in the established channels, i.e., between transition teams. Meese said that there were a number of people already purporting to talk for the Reagan Administration who had no right to do so. They also emphasized that the purpose of the Reagan teams is fact-finding, not policy-making. Watson added that it was important to surface problems candidly and quickly. He asked that we document the record to the transition and wants these records forwarded to his office for ultimate permanent storage somewhere in the Executive Branch. It was also stressed that the initiative for contacts lies with the Reagan side; we should wait to hear from our transition officer. The tone of the meeting was extremely friendly and cooperative.

6. Allen took me aside afterward and told me that our transition officer would be Silberman with Ray Cline and Dick Walters as "advisers." I asked him if they had any agenda for their meeting with the DCI on 13 November and he said they did not.



STAT

Richard Lehman  
Chairman  
National Intelligence Council

Attachment

## Distribution:

- 1 - DCI
- 1 - DDCI
- 1 - ER
- 1 - DD/NFA
- 1 - DD/NFAC
- 1 - AS/NFAC
- 1 - D/OCO
- 1 - C/NIC Chrono
- 1 - AC/NIC
- 1 - Transition File
- 1 - NFAC Registry

THE WHITE HOUSE

WASHINGTON

November 7, 1980

MEMORANDUM FOR ALL CABINET AND AGENCY HEADS

FROM : JACK WATSON *Jack*

This is to reiterate the information conveyed by telephone concerning the transition. Until the official transition unit heads are designated by the President-elect and you are so notified by this office, any informal requests of any persons representing themselves as officials of the President-elect should be courteously refused and this office notified.

We are cooperating fully to establish a planned and coordinated transition program with the official representatives of the President-elect. Consequently, all orientations and exchanges of information should be channeled through these official designees.

cc: White House Senior Staff

THE WHITE HOUSE

WASHINGTON

November 10, 1980

MEMORANDUM FOR CABINET AND AGENCY HEADS

FROM: JACK WATSON *Jack*  
SUBJECT: An Orderly Transition of the Presidency

The purpose of this memorandum is to confirm and clarify the President's instructions given last week regarding the transition.

The Presidential Transition Act of 1963 is intended to facilitate "... the orderly transfer of the executive power in connection with the expiration of the term of office of a President and the inauguration of a new President...." The Act states:

"The national interest requires that such transitions in the office of the President be accomplished so as to assure continuity in the faithful execution of the laws and in the conduct of the affairs of the Federal Government, both domestic and foreign."

As you know, the President has asked me to serve as overall coordinator of the transition effort on his behalf. Al McDonald, White House Staff Director, will be working closely with me on the transition, as will Harrison Wellford, Executive Director of OMB. As soon as Governor Reagan officially designates his transition representative(s) for your agency, I will transmit those names to you. I am planning to meet with Governor Reagan's director of the transition, Ed Meese, on Wednesday, November 12th, and should receive the names at that time.

The transition briefing materials you are preparing should be concise and contain information that will be of immediate usefulness to the incoming officials. It would not be fruitful, in my opinion, to inundate Governor Reagan's people with excessive detail or with unsolicited advice and recommendations. Our guideline is simply to be helpful and forthcoming in every way possible, without burying the new people under mountains of briefing books and paper.

Although the exact form and content of the transition briefing materials will be determined by each agency, those materials should cover the subjects set forth in the attachment to this memorandum.

The President and his Administration are, of course, fully responsible for the exercise of all governmental responsibilities until the President-elect assumes office on January 20, 1981. As the Presidential Transition Act states, one of our primary goals is to "minimize any disruption which could produce results detrimental to the safety and well-being of the United States and its people."

Please submit to my office a brief progress report on your transition efforts on November 15, 1980, and each two weeks thereafter.

Subjects for Transition Materials

1. Agency missions, programs, and statutory authorities.
2. Basic organization and functions.
3. Budgetary and financial information.
4. Personnel policies and administration -- nature and tenure of appointment to major positions, conflict of interest, compensation and benefits, supporting services.
5. Key senior career personnel.
6. Significant interagency relationships.
7. Significant intergovernmental relationships.
8. Budget and appropriation processes.
9. Legislative processes, including legislative clearance requirements.
10. Issues and priorities, with emphasis on matters requiring immediate decision and those requiring action during the first quarter of 1981.

THE WHITE HOUSE

WASHINGTON

November 12, 1980

MEMORANDUM FOR CABINET AND AGENCY HEADS

FROM: JACK WATSON *Jack*

The purpose of this memorandum is to inform you of persons designated by the President and Governor Reagan as members of their respective transition teams. A description of the transition teams is attached.

This memorandum also establishes guidelines for the filling of SES positions during the transition period and the detailing of agency employees to the Reagan transition team.

Filling SES Vacancies

As part of the President's commitment to an effective transition, it is important that the new Administration be given appropriate latitude in filling key career Senior Executive Service (SES) positions when it assumes office. This is particularly true since involuntary reassignments of career SES employees may not be made within 120 days after the appointment of a new agency head.

Accordingly, the President expects all department and agency heads personally and carefully to review all recommendations for new SES appointments and transfers of career SES employees between now and January 20, 1981.

Use of Detailees

The Presidential Transition Act of 1963 (Sec. 2) provides that any employee of any agency of any branch of the government may be detailed to a Presidential transition team on a reimbursable basis with the consent of the head of the agency. An employee so detailed shall continue to receive compensation for regular employment and retain the rights and privileges of such employment without interruption. The detailee will be responsible only to the President-elect or Vice President-elect for the performance of such duties.

As stated in previous memoranda, it is the President's desire that all departments and agencies should cooperate fully with the transition team. This general policy extends to any requests for detailees. Requests should generally be granted, unless the person requested is necessary for the continued effective performance of agency functions and operations.

The agency head should personally approve the use of any detailees. In order for us to maintain a complete record of transition services, you are requested to include in your transition progress reports, a list of the detailees whom you have approved. Please report any decision to deny a request for detailees to Harrison Wellford, Executive Associate Director of OMB.

Request for detailees should be discussed by the respective transition officers for the agency. Formally, the request must be transmitted to the agency head in writing, and signed by Mr. Peter McPherson or Vernon Orr (or their designee) with a copy to the Comptroller of GSA (Mr. Raymond Fontaine).



William E. Timmons, Deputy Director of the Transition, is responsible for the Office of Executive Branch Management.

Frank A. Whetstone is the senior advisor to this office and Stanley Ebner is Coordinator.

The following is a listing of Executive Branch agencies and the Director responsible for teams to be assigned to them. The groupings are for the administrative convenience of the transition staff only and have no policy implications.

NATIONAL SECURITY GROUP

Dr. David M. Abshire

- Department of State
- Department of Defense
- Central Intelligence Agency
- International Development Cooperation Agency
- Arms Control Disarmament Agency
- International Communication Agency
- Veterans Administration
- International Bank for Reconstruction and Development
- Overseas Private Investment Corporation
- Foreign Claims Settlement Commission
- Board for International Broadcasting

RESOURCES AND DEVELOPMENT GROUP

Richard Fairbanks

- Department of Agriculture
- Department of Energy
- Federal Energy Regulatory Commission
- Department of the Interior
- Environmental Protection Agency
- Nuclear Regulatory Commission
- Alaska Natural Gas Transportation System
- Commodity Futures Trading Commission
- Farm Credit Administration
- Tennessee Valley Authority
- Syn-Fuels Corporation
- Office for Micronesian Status Negotiations
- National Aeronautics and Space Administration

HUMAN SERVICES GROUP

Elizabeth Dole

- Department of Education
- Department of Health and Human Services
- Department of Housing and Urban Development
- ACTION
- Community Services Administration
- Federal Council on Aging
- National Credit Union Administration

ECONOMIC AFFAIRS GROUP

Stanton D. Anderson

- Council on Wage and Price Stability
- Office of Special Trade Representative
- Department of Commerce
- Department of Treasury
- Department of Transportation
- Comptroller of the Currency
- Export-Import Bank
- Federal Home Loan Bank Board
- Small Business Administration
- International Trade Commission
- Federal Deposit Insurance Corporation
- Federal Reserve System
- National Transportation Safety Board
- Regional Development Commissions
- National Labor Relations Board
- Department of Labor
- Federal Labor Relations Authority
- Federal Mediation and Conciliation Service
- National Mediation Board
- Occupational Safety and Health Review Commission
- Federal Savings and Loan Insurance Corporation

LEGAL AND ADMINISTRATIVE AGENCIES GROUP

Loren A. Smith

- Department of Justice
- General Services Administration
- Office of Personnel Management
- United States Railway Association
- Civil Aeronautics Board
- Federal Communications Commission
- Federal Trade Commission
- Interstate Commerce Commission
- Securities Exchange Commission
- Federal Maritime Commission
- Consumer Product Safety Commission
- Federal Emergency Management Agency
- National Science Foundation
- Advisory Commission on Intergovernmental Relations
- United States Postal Service
- Federal Election Commission
- Merit System Protection Board
- Smithsonian Institution
- National Endowment for the Arts
- National Endowment for the Humanities
- Advisory Council on Historic Preservation
- Postal Rate Commission
- Civil Rights Commission
- Equal Employment Opportunity Commission
- Miscellaneous Boards and Commissions

Team leaders report to one of five Group Directors who manage issues clusters.

Department team leaders are:

Department of State: Robert E. Neumann  
Department of Defense: William Van Cleave  
Department of Treasury: Gerald L. Parsky  
Department of Justice: Richard Wiley  
Department of Interior: Richard Richards  
Department of Agriculture: Richard Lyng  
Department of Commerce: Calvin J. Collier  
Department of Labor: Richard Shubert  
Department of Health and Human Services: Robert Carleson  
Department of Housing and Urban Development: Gerald Carmen  
Department of Transportation: Arthur E. Teele  
Department of Energy: Michael Halbouty  
Department of Education: Loreli Kinder

Team leaders for agencies and independent commissions, as well as members of the departmental teams, will be announced later.

Jack Watson 456-6797  
White House Chief of Staff

Al McDonald 456-7873  
White House Staff Director

Harrison Wellford 395-3864  
OMB Executive Director

Michael Rowny 456-7873  
Deputy to the Staff Director

White House Administrative Contact:

Hugh Carter 456-2702  
Special Assistant to the President  
for Administration

White House Press Contacts:

Ray Jenkins 456-2100  
Rex Granum 456-2100  
Deputy Press Secretaries

Vice President's Office:

Dick Moe 456-6606  
Vice President's Chief of Staff

THE WHITE HOUSE

WASHINGTON

November 12, 1980

LIST OF TRANSITION OFFICERS  
DEPARTMENTS AND AGENCIES

DEPARTMENT OF AGRICULTURE

Jim Williams 447-6158  
(Howard Hjort - budget)  
(Joan Wallace - space, tech., pers.)

DEPARTMENT OF COMMERCE

Ms. Elsa Porter 377-4951

DEPARTMENT OF DEFENSE

Peter Hamilton 697-8388

DEPARTMENT OF EDUCATION

Under Secretary Steven A. Minter 755-1100

DEPARTMENT OF ENERGY

Douglas G. Robinson 252-6476

DEPARTMENT OF HEALTH AND HUMAN SERVICES

Randy Kinder 245-7163  
Alair Townsend 245-6396

DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

Terrence Duvernay 755-6810

DEPARTMENT OF INTERIOR

William Kendig 343-4701

DEPARTMENT OF JUSTICE

Kevin D. Rooney 633-3101

DEPARTMENT OF LABOR

Paul Jensen 523-8231

DEPARTMENT OF STATE

Peter Tarnoff 632-2540

DEPARTMENT OF TRANSPORTATION

Deputy Secretary Bill Beckham 426-2222

DEPARTMENT OF THE TREASURY

Curtis Hessler 566-2551

ACTION	
Robert Currie	254-7264
COMMUNITY SERVICES ADMINISTRATION	
Mr. Lee Foley	254-5590
COUNCIL OF ECONOMIC ADVISERS	
Susan Irving	395-5084
COUNCIL ON ENVIRONMENTAL QUALITY	
Malcolm Baldwin	395-4522
COUNCIL ON WAGE AND PRICE STABILITY	
Bob Russell	456-6466
ENVIRONMENTAL PROTECTION AGENCY	
Jack Ford	755-2705
FEDERAL EMERGENCY MANAGEMENT AGENCY	
William S.W. Jones	653-7776
GENERAL SERVICES ADMINISTRATION	
Mr. E. Perley Eaton, Jr.	566-1212
NATIONAL SECURITY COUNCIL	
Les Denend	456-2235
(For National Security Affairs)	
Ms. Christine Dodson	395-3440
(For the NSC staff)	
OFFICE OF ADMINISTRATION	
Ms. Sarah T. Kadec	456-2804
OFFICE OF MANAGEMENT AND BUDGET	
Ms. Alice Rogoff	456-6992
OFFICE OF PERSONNEL MANAGEMENT	
Alan Campbell, Director	632-4724
SELECTIVE SERVICE SYSTEM	
Dr. Bernard Rotsker	724-0817
SMALL BUSINESS ADMINISTRATION	
Bill Mauk	653-6678
SPECIAL REPRESENTATIVE TO THE PRESIDENT	
(AMBASSADOR SOL LINOWITZ)	
Andy Marks	456-7620
U.S. TRADE REPRESENTATIVE	
Ambassador Robert Hormats	395-5114
Robert Cassidy	395-3150
VETERANS ADMINISTRATION	
Rufus H. Wilson	389-2817

CIA

Richard Lehman



STAT

INTERNATIONAL COMMUNICATIONS AGENCY

Richard Cohen

724-9185

OFFICE OF SCIENCE &amp; TECHNOLOGY POLICY

Frank Press

456-7116

NATIONAL AERONAUTICS AND SPACE ADMINISTRATION

Jerry Griffin

755-3972

PEACE CORPS

Dick Celeste

254-7970

OFFICE OF CONSUMER AFFAIRS

Esther Peterson

456-6970